

**FOOD FOR LEARNING**  
**URGENT REQUEST FOR EQUIPMENT FUNDING**  
**2020-2021**



**\*School:**

All equipment requests are considered in September, however, throughout the year situations may arise where unplanned equipment repairs or replacement are needed. If your student nutrition program is in this situation, please complete and submit this form to Food for Learning. If your request is not an emergency, an Equipment Request form will need to be submitted for consideration in September.

**\*Equipment Requested:**

**\*Amount Requested:**

**\*Please explain reason for request:**

**\*Principal's Signature:**

**Date:**

**Coordinator's Signature:**

**Date:**

This form is to be forwarded by e-mail ([kbrace@hpedsb.on.ca](mailto:kbrace@hpedsb.on.ca)), fax (613) 968-1038 or board courier to the attention of Kellie Brace.

Approved

Not Approved

Request No.

Food for Learning Coordinator:

Date:

Please note: Food for Learning funds can be used to purchase the equipment, but it will be the responsibility of the school and/or School Board to cover any installation costs. When making equipment purchases, please follow your School Board's purchasing procedures and ensure that you have School Board approval to make sure purchase.